

388th Air Expeditionary Wing



U.S. AIR FORCE

Commander's Contracting In- Brief

Briefer:

Duration: 15 minutes

Objective: Explain contracting capabilities & special requirements necessary to execute logistics and operations support at Base X



Overview

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- **Current Contracting Status**
- **Contracting Capabilities**
- **Explanation of Contracting Authority**
- **Requested Approvals, Permissions & Policies**
 - **Requirement Validation**
 - **Requirement Prioritization**
 - **Unauthorized Commitments**
 - **Undue Influence**
 - **Additional Duties**
 - **Exceeding Certified Purchase Request Amounts**
 - **Permission to Leave the Base & Wear Civilian Clothes**
 - **Contract Status Updates**
- **Other Issues**



Current Status

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- **Office location - fully operational**
 - Collocated with Finance in Tent 14
 - ADVON team provided office furniture & equipment
- **Communications - functional**
 - Comm: 123-3530
 - DSN: 124-3530
 - LMR Call sign: "Mouse"
 - Lack mobile phone capability - will coordinate requirement with 388 ECS at later time
- **Identified Head of the Contracting Activity (HCA) designee**
 - Col Jeffery Smith, Principal Assistant Responsible for Contracting (PARC), USFK



Current Status

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- **Contacted U.S. Commercial Service at Embassy**
 - **Available in a limited capacity; however, website states that there is a modern and robust supplier base**
 - **Helen Peterson, Commercial Officer, 123-4535 is the embassy commercial service POC**
- **Developed system for purchase request validation & prioritization (explained later)**
 - **Includes training for purchase request preparation and procedures**
- **Secured Finance paying agents to assist with “on-the-spot” purchase & payment**
 - **24-hour coverage with MSgt Jones, SSgt Wilson, SSgt Adams & SSgt Bush**



Current Status

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- **Government Purchase Cards (GPC) are only authorized for contracting officers only for stateside purchases not to exceed \$2,500**
 - **Received authority from HCA-designee to appoint ordering officers to decentralize contracting workload**
 - **Developed training for the following decentralized contracting options:**
 - **Decentralized SF 44 ordering officers**
 - **Blanket Purchase Agreements**
 - **Imprest Funds**



Contracting Capabilities

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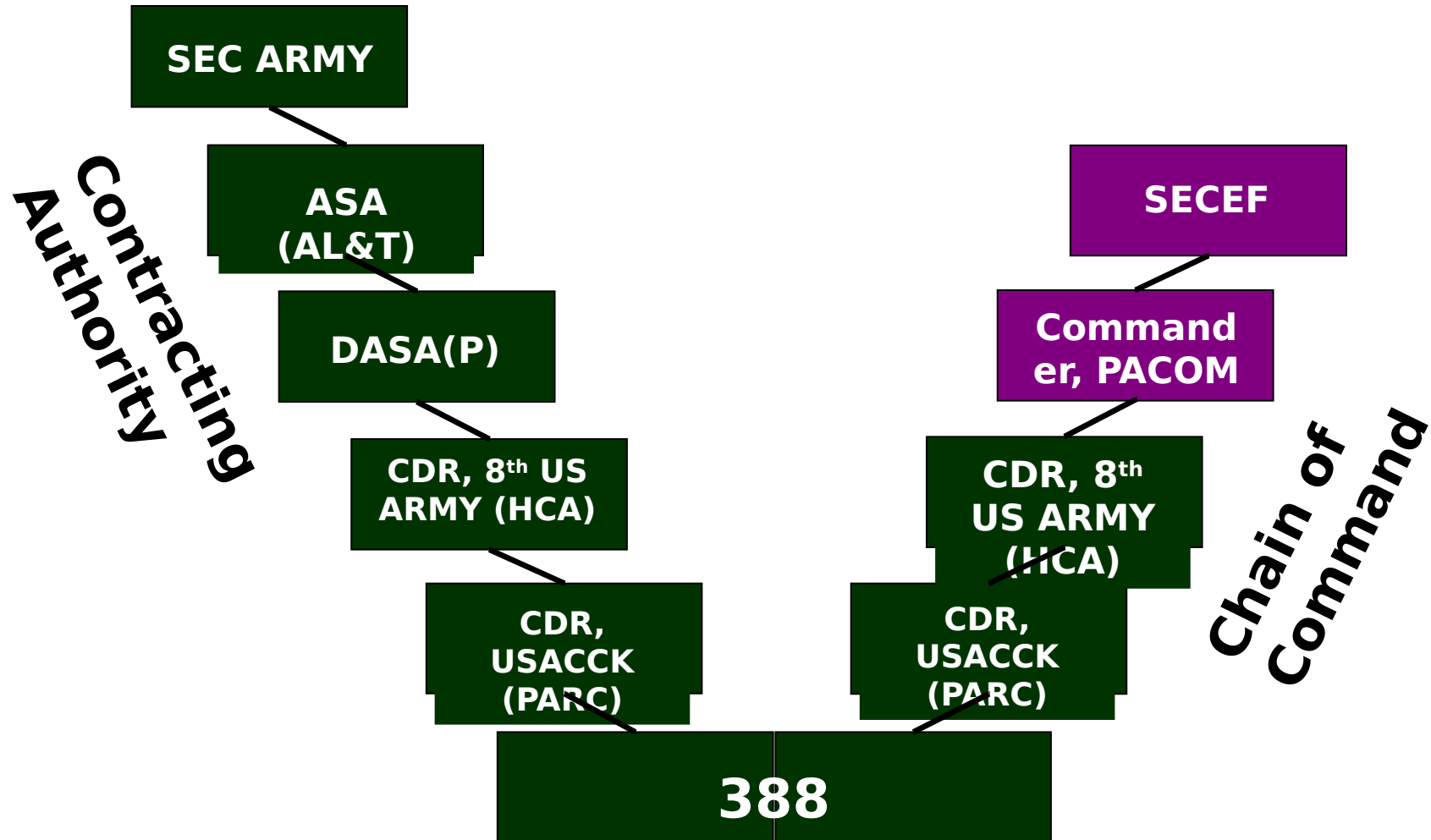
We are a Force Multiplier!

- We are primed to provide necessary contract support to support the buildup & sustainment phases of Operation ORI
- We can procure supplies, services & construction necessary to support mission execution, life support, and MWR requirements
 - Examples:
 - Food & water
 - Lodging & shelter
 - Transportation & vehicle leases
 - Base operating services such as laundry, waste disposal & utilities
 - Fuel
 - Equipment
 - Communication & computers
 - MWR supplies, services & activities



Contracting Authority vs Chain of Command

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Requested Approvals, Permissions & Policies

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- Requirement Validation *
- Requirement Prioritization *
- Unauthorized Commitments *
- Undue Influence *
- Additional Duties *
- Exceeding Purchase Requests Amounts *
- Permission to Leave the Base & Wear Civilian Clothes *
- Contract Status Updates

* *Includes proposed letter for CC signature*



Requirement Validation *

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- Background: The build-up phase entails myriad of contract requirements. Potential problems include competing priorities and questionable validity.
- **Requirement: 388 AEW/CC establish a system to validate & approve wing purchase requests (CC-502-1(a)(6))**
- Recommendation: Delegate authority to approve purchase requests as follows:
 - Up to \$10K – Sq/CC (or staff equivalent)
 - \$10K to \$100K – Gp/CC (or staff equivalent)
 - More that \$100K – Wg/CC



Requirement Prioritization *

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- Background: The build-up phase entails myriad of contract requirements. Potential problems include competing priorities and questionable validity.
- **Requirement: 388 AEW/CC establish a system to prioritize wing purchase requests (CC-502-1(a)(2))**
- Recommendation: Delegate prioritization to the 388 ECONS in accordance with the following plan:
 - Priority A – Any purchase request so prioritized by the 388 AEW/CC
 - Priority 1 – Mission execution (i.e., the ops mission will cease if not filled)
 - Priority 2 – Security, safety & life support (i.e., food, shelter, etc.)
 - Priority 3 – Mission enhancement (to include MWR)
 - Priority 4 – All others
 - 388 EMSG/CC will resolve disputes; Gp/CCs may appeal the 388 EMSG/CC's decision to the 388 AEW/CC for final determination



Unauthorized Commitments *

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- Background: Only warranted contracting officers or those appointed in writing by an authorized Contracting Officer may obligate the Government in contractual agreements up to their limit of authority.
- **Requirement: 388 AEW/CC advise wing personnel that only contracting officers may obligate the Government (CC-502-1(a)(4))**
- Recommendation: Approve and sign a written policy that informs wing personnel that they do not have the authority to enter into contracts (or otherwise make purchases) on behalf of the U.S. Government



Undue Influence *

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- Background: Contracting officers must follow laws and regulations to maximize competition and ensure fair and reasonable pricing.
- **Requirement: 388 AEW/CC advise wing personnel that applying undue influence on contracting officers is against the law and federal regulations (CC-502-1(a)(4))**
- Recommendation: Approve and sign a written policy that informs wing personnel that they may not influence contracting officers to make illegal or purchases or break federal procurement regulations.



Additional Duties *

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- Background: Contracting officers duties often require more hours than are available in a given day to meet mission requirements. Duties in addition to normal contracting duties may severely impact their ability to deliver combat logistics support.
- **Request: 388 AEW/CC exempt contracting officers from additional duties (CC-502-1(a)(3))**
- Recommendation: Approve a commander's policy exempting contracting personnel.
- Alt Recommendation: If contracting personnel cannot be exempted from additional duties on a general basis, request that contracting personnel not be assigned as a paying agent, which presents a potential conflict of interest.



Exceeding Purchase Requests Amounts *

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- Background: Occasionally, the amount certified on an AF 9, may not meet the contract or purchase order price. Contracting officers will attempt to renegotiate the price to the amount available, but are not always successful
- **Request: 388 AEW/CC authorize contracting officers to exceed the certified AF 9 by up to 10%**
- Explanation: Allowing contracting officers in advance to exceed the certified amount by a nominal amount gives contracting officers a tool to execute contract actions without having to expend time seeking additional approvals or reaccomplish an AF 9.



Permission to Leave the Base & Wear Civilian Clothes *

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- Background: Contracting officers may sometimes need to leave the base in order to conduct business in the local economy. When required to be off base, the wear of military uniforms draw unnecessary attention and may pose a threat to personnel.
- **Requirement: 388 AEW/CC grant permission for contracting personnel to conduct official business off-base and wear civilian clothes in the performance of off-base duties**
- Recommendation: Commander sign the proposed policy letter granting permission for official off-base travel & the wear civilian clothes



Contract Status Updates

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- Background: Maintaining positive requirement requisition controls requires surveillance and oversight.
- **Requirement: Establish periodic meetings with the 388 AEW/CC to review wing requisitions and control systems (CC-501-1(b)(8) & CC-502-2(a))**
- Recommendation: Use weekly staff meetings to present contracting status report and discuss contracting issues affecting the wing.



Other Issues...

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Low-profile transportation for contracting office	No requirement yet b/c of threat condition. Will work consolidated wing requirements for non-tactical, large capacity vehicle with LRS for future
Interpreters	To date, language barrier has not been an issue; we are prepared to establish an interpreter service contract as soon as it becomes necessary or as required by other wing units
Security	May require occasional security forces escorts for off-base travel depending on the threat condition. Also, require augmentees to assist with contractor escorts as required. Contracting does not have the resources to provide.



Commander Issues...

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HCA Inputs

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CONSIDERATION	RESOLUTION
Declared contingency operation?	This is a SECDEF-declared contingency
Simplified Acquisition Threshold?	\$250,000
Micro Purchase Limit?	\$2,500
Host Nation Support Agreements?	Yes; on file in the contracting office



HCA Inputs

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CONSIDERATION	RESOLUTION
Management plans, policies, & procedures for NAF contracting?	IAW MOA between FKAQ and PACAF/LGC dated 17 Sep 2002
Contract reporting procedures for this AOR?	IAW MOA between FKAQ and PACAF/LGC dated 17 Sep 2002
On-Site contracting officer's ratification authority?	Chief of the CO up to \$10,000 and above must go to HCA
Ratification format/form utilized?	IAW PACAF FAR Sup procedures



HCA Inputs

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CONSIDERATION	RESOLUTION
Assigned PIIN #'s?	HCA instructed to utilize home station PIIN's
Chief of Contracting Office authority?	Capt Belko only
One level above the contracting officer authority?	Yes, Capt Belko
Approval to appoint ordering officers to utilize SF 44's?	Yes
Use of GPC Card?	Only for stateside purchases